[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Instructions for GZIP File Compression
I hope this letter finds you well. Below are the instructions for compressing files using GZIP:

1. **Installation**: Ensure GZIP is installed on your system. If not, download and install it from [GZIP Download Link].
2. **Open Terminal/Command Line**: Access your terminal or command prompt.
3. **Navigate to File Location**: Use the `cd` command to navigate to the directory containing the file(s) you wish to compress.
 Example:
```
 cd /path/to/your/files
```
4. **Compressing Files**: To compress a file, use the following command:
```
 gzip filename.txt
```
 This will create a compressed file named `filename.txt.gz`.
5. **Decompressing Files**: To extract a GZIP file, use the command:
```
 gzip -d filename.txt.gz
```
6. **Additional Options**: For more options, refer to the GZIP manual by typing:
```
 man gzip
```

If you have any questions or need further assistance, please feel free to contact me.
Best regards,
[Your Name]
[Your Job Title]
[Your Company/Organization Name]
[Your Contact Information]